

Identify Principal Officers

Fact Sheet: Principal Officer Amendment NON-CANDIDATE COMMITTEES

Non-Candidate Controlled Campaign Committees

Includes: political parties, primarily formed and general purpose committees, PACs, recipient committees that make independent expenditures and small contributor committees.

Do you need to amend your Form 410?

Every recipient committee that is not controlled by a candidate must identify in its Statement of Organization (Form 410) its principal officer or officers as defined in FPPC Regulation 18402.1, which goes into effect January 1, 2009.

Existing committees that have not previously identified their principal officer(s), as defined by FPPC Regulation 18402.1, **must amend their Form 410 no later than January 12, 2009**, to disclose this information. An amendment is required if a Form 410 currently on file for a committee does not identify principal officers or if the principal officers listed on the Form 410 are not current. No amendment is required for committees that have previously designated their principal officers, provided that information is current and accurate. The requirement to identify principal officers does not apply to committees controlled by a state or local candidate.

Each committee must list at least one principal officer. If the treasurer is the only principal officer of the committee, the treasurer must be identified as both the principal officer and the treasurer. However, it is not required to list the treasurer as a principal officer if another principal officer is identified. A committee with three or fewer principal officers must identify all individuals. A committee with more than three principal officers must designate no fewer than three individuals.

Who is a Principal Officer?

A principal officer is the individual(s) primarily responsible for approving the committee's political activity. This includes, but is not limited to, the following activities: authorizing the content of the committee's communications; authorizing expenditures, including contributions; and determining the committee's campaign strategy. (FPPC Regulation 18402.1)

When to File:

An amendment to the Form 410 must be filed with the Secretary of State within 10 days. Most existing committees will need to amend the Form 410 on or before **January 12, 2009**.

Where to File:

All Committees:

Original & one copy

Secretary of State
Political Reform Division
1500 11th Street, Rm 495
Sacramento, CA 95814

County & City Committees:

Copy

Local filing officer who
receives the original
disclosure statements
(Form 450 or 460).

Method of Filing:

File the Form 410 by first class mail.

State Electronic Filers: File a paper and an electronic version.

Important:

The Form 410 only provides space for one principal officer. Include an attachment for additional names if necessary. The relevant pages of Form 410 follow. The entire Form 410, with all instructions may be accessed below.

Each amendment must include the name of the committee, the committee's I.D. number and the amended information. It is recommended that you complete the entire cover page of Form 410 to ensure that committee and treasurer information on file is current.

A principal officer does not need to sign the Form 410. The treasurer or assistant treasurer must sign and verify the amendment.

Committees controlled by a state or local candidate or officeholder are not subject to this requirement.